



Environmental Management Consolidated Business Center (EMCBC)

Subject: Receipt and Handling of Offerors' Proposals

POLICY, PROCEDURE
And PLAN

APPROVED: (Signature on File)
EMCBC Director

1.0 PURPOSE

The purpose of this procedure is to establish an Environmental Management Consolidated Business Center (EMCBC) process for the receipt and handling of an offeror's proposal received in response to an EMCBC solicitation.

2.0 SCOPE

The scope of this procedure is to provide a systematic approach for receipt and handling of an offeror's proposal received in response to an EMCBC solicitation at the EMCBC offices located at 250 E. 5th Street in Cincinnati, Ohio and at other EMCBC Source Evaluation Board (SEB) offices (i.e., 175 Tri-County Parkway in Springdale, Ohio).

3.0 APPLICABILITY

This procedure applies to all EMCBC staff and Source Evaluation Board (SEB) support personnel involved in the development of requests for proposal and receipt of mail and package deliveries. Proposals in response to EMCBC solicitations are received at two locations, the EMCBC offices located at 250 E. 5th Street in Cincinnati, Ohio, or the EMCBC SEB offices at 175 Tri-County Parkway in Springdale, Ohio. In the event a solicitation requires proposal delivery at an alternate location, this procedure is not applicable and a written procedure by the CS/CO for the receipt and handling of proposals is required.

4.0 REQUIREMENTS AND REFERENCES

4.1 Requirements:

- 4.1.1 Federal Acquisition Regulation (FAR) Part 15.207, Handling proposals and information
- 4.1.2 FAR Part 15.208, Submission, modification, revision, and withdrawal of proposals
- 4.1.3 FAR Part 15.209, Solicitation provisions and contract clauses
- 4.1.4 FAR Part 52.215-1, Instructions to Offerors – Competitive Acquisition

4.1.5 FAR Part 52.215-5, Facsimile Proposals

4.2 References:

4.2.1 IP-410-01, Rev 1, EMCBC Correspondence and Commitment Control

5.0 DEFINITIONS – NOT APPLICABLE

6.0 RESPONSIBILITIES

6.1 Contract Specialist (CS)/Contracting Officer (CO)

- 6.1.1 The CS/CO is responsible for including specific instructions in Section L (Instructions to Offerors) of a Request for Proposal (RFP) for the address and packaging, delivery methods, and the location for delivery and receipt of an offeror's proposal.
- 6.1.2 The CS/CO is responsible for notifying and providing instructions to the EMCBC Front Desk Attendant, Mailroom Personnel, and to the Office of Contracting (OOC) Administrative Assistant regarding the receipt and handling of proposals delivered to the EMCBC front desk and proposals delivered through the mail.
- 6.1.3 At the date and time specified in the solicitation as proposal due date, the CS/CO is responsible for ensuring that there are not any proposals at either the mail room or front desk locations, and also checking the applicable fax machine, if facsimile proposals are authorized by the solicitation.
- 6.1.4 The CS/CO is responsible for ensuring that each proposal package is marked with both time and date of receipt.
- 6.1.5 The CS/CO is responsible for ensuring that each proposal is safeguarded adequately from unauthorized disclosure.
- 6.1.6 The CS/CO is responsible for developing, in writing, procedures regarding handling and receipt of proposals being delivered to DOE off-site locations other than the EMCBC offices located at 250 E. 5th Street in Cincinnati, Ohio, or the EMCBC SEB offices at 175 Tri-County Parkway in Springdale, Ohio. The procedures shall be specific to the circumstances of each acquisition regarding handling and receipt of proposals to ensure safeguarding of proposals and to ensure timely receipt of proposals.
- 6.1.7 Due to possible changes or substitutions in personnel assignments, the CS/CO is responsible for ensuring the Front Desk Attendant, Mail Room Personnel and SEB Support Personnel understand the requirements of this procedure.

6.2 Front Desk Attendant

- 6.2.1 The Front Desk Attendant is responsible for providing the offeror a Proposal Hand Receipt Acknowledgement Form IP-540-02-F1, (Attachment A) when a proposal is hand delivered to the EMCBC.
- 6.2.2 The Front Desk Attendant is responsible for notifying the CS/CO at the time of proposal receipt.
- 6.2.3 The Front Desk Attendant is responsible for safeguarding envelopes/packages containing proposals at all times until the proposals are in the possession of the CS/CO. This includes storing the proposals such that the offerors' names cannot be seen by non DOE personnel or DOE personnel not involved in the source selection.

6.3 Mail Room Personnel

- 6.3.1 The Mail Room Personnel are responsible for notifying the CS/CO at the time of proposal receipt.

6.4 SEB Support Personnel

- 6.4.1 SEB support personnel who are receiving and handling proposals are responsible for providing the offeror a Proposal Hand Receipt Acknowledgement Form IP-540-02-F1, (Attachment A) when a proposal is hand delivered to the EMCBC SEB locations and notifying the CS/CO at the time of proposal receipt. This includes storing the proposals such that the offerors' names cannot be seen by non DOE personnel or DOE personnel not involved in the source selection.

7.0 GENERAL INFORMATION

- 7.1 Front Desk Attendant and Mail Room Personnel referred to in this procedure are physically located at the EMCBC office at 250 E. 5th Street, Cincinnati. The SEB Support Personnel are located at the EMCBC SEB offices at 175 Tri-County Parkway in Springdale.

8.0 PROCEDURE

8.1 RFP Instructions

- 8.1.1 The CS/CO shall verify that FAR 52.215-1, (Requirement 4.1.4) is included in Section L, Instructions to Offerors, of the RFP.

- 8.1.2 The CS/CO shall ensure the solicitation specifies the office and address to which the envelopes or packages should be delivered, either by mail or commercial carrier.
- 8.1.3 For delivery of proposals other than by mail or commercial carrier, the CS/CO shall verify the RFP contains specific instructions for the location and delivery of proposals. Any other specific instructions determined to be necessary by the CS/CO should be included as applicable.
- 8.1.4 The CS/CO shall verify the solicitation contains the following:
- 8.1.4.1 Proposal due date and time;
 - 8.1.4.2 Location and delivery address with the name and telephone number of the responsible CS/CO.
- 8.1.5 When a proposal delivery and receipt is required at the **EMCBC office located at 250 East 5th Street, Cincinnati**, the CS/CO shall include specific instructions in Section L of the RFP, for the delivery methods, the location for delivery and receipt and handling of an offeror's proposal, the proposal due date and time, and the following delivery address:

U.S. Department of Energy
Environmental Management Consolidated Business Center
Office of Contracting
250 East 5th Street
Suite 500
Cincinnati, OH 45202

Solicitation No. [CS/CO insert number]
Proposal Due Date and Time: [CS/CO insert proposal due date and time]
Attention: [CS/CO insert name]

NOTICE TO DOE MAIL ROOM: DO NOT OPEN. THIS IS A PROPOSAL UNDER THE ABOVE-IDENTIFIED SOLICITATION.

- 8.1.6 When a proposal receipt is required at the **EMCBC SEB offices located at 175 Tri-County Parkway in Springdale**, the CS/CO shall include specific instructions in Section L of the RFP, for the delivery methods, the location for delivery and receipt and handling of an offeror's proposal, the proposal due date and time, and the following delivery address [NOTE: The delivery address **shall** contain the specific Suite number for the issuing SEB]:

U.S. Department of Energy
Environmental Management Consolidated Business Center
Name of SEB Office [CO/CS insert name]
Suite Number [CO/CS insert Suite number (e.g. B, D1, D2, H)]
175 Tri-County Parkway
Springdale, OH 45246

Solicitation No. [CS/CO insert number]
Proposal Due Date and Time: [CS/CO insert proposal due date and time]
Attention: [CS/CO insert name]

**NOTICE TO SEB SUPPORT PERSONNEL: DO NOT OPEN. THIS IS
A PROPOSAL UNDER THE ABOVE-IDENTIFIED SOLICITATION.**

- 8.1.7 When a proposal receipt is required at the **EMCBC SEB offices located at 175 Tri-County Parkway in Springdale,** and the CS/CO or SEB support personnel are not available at the Springdale location to receive deliveries throughout the entire proposal preparation period, the CS/CO shall include specific instructions in Section L of the RFP to identify the dates and times leading up to the proposal due date when and how deliveries can be made and accepted.
- 8.1.8 In the event the RFP instructions authorize electronic or fax proposal submission, the CS/CO shall verify that the RFP contains FAR 52.215-5, (Requirement 4.1.4) and the telephone number of the facsimile equipment to which proposals are to be transmitted.

8.2 Proposal Receipt Preparations

- 8.2.1 The CS/CO shall send an email at least one week prior to the proposal due date specified in the RFP to the EMCBC Front Desk Attendant and the Office of Contracting Administrative Assistant. Because a proposal could incorrectly be submitted to the Cincinnati office instead of the Springdale office or vice versa, this notification requirement applies to both EMCBC offices in Cincinnati and Springdale. The e-mail shall include the specified date and time for receipt of proposal, the name and telephone number of the responsible CS/CO and legal counsel assigned to the acquisition.
- 8.2.2 The CS/CO shall provide copies of the Proposal Hand Receipt Acknowledgement Form IP-540-02-F1, (Attachment A) with the solicitation information completed to the Front Desk Attendant and the SEB Support Personnel at least one week prior to the proposal due date specified in the RFP.

- 8.2.3 If the proposal due date and time for the receipt of proposals is amended, the CS/CO shall notify both the EMCBC Front Desk Attendant and the Office of Contracting Administrative Assistant immediately and provide copies of a revised Proposal Hand Receipt Acknowledgement Form incorporating the amended proposal due date and time.
- 8.2.4 The CS/CO or SEB Support Personnel shall be at the exact receipt location during all dates and times specified in the RFP to accept all proposal deliveries. SEB Support Personnel shall attend the area **at all times** and have adequate back-up to cover the area during breaks or in the event proposals are delivered to an alternate area of the building (e.g. loading dock) requiring personnel to leave the area.
- 8.2.5 In the event the RFP instructions authorized electronic or fax proposal submission, the CS/CO will ensure that the facsimile equipment contains the correct date and time.

8.3 Proposal Receipts

- 8.3.1 The Front Desk Attendant, Mail Room Personnel, and SEB Support Personnel shall receive proposals delivered by mail or common carrier and mark envelopes/packages containing proposals with the date and time of receipt.
- 8.3.2 The Front Desk Attendant, Mail Room Personnel, and SEB Support Personnel **SHALL NOT** open envelopes and packages that may contain proposals. If a proposal is inadvertently opened, the CS/CO shall be immediately notified. However, extra care should be taken with incoming mail near proposal due dates. The CS/CO should be contacted prior to opening any questionable packages.
- 8.3.3 The Front Desk Attendant, Mail Room Personnel, and SEB Support Personnel shall notify the CS/CO at the time proposals are received.
- 8.3.4 In the event the proposal is hand delivered to either of the EMCBC office locations, the Front Desk Attendant or the SEB Support Personnel shall provide the offeror with IP-540-02-F1, Proposal Hand Receipt Acknowledgement Form, indicating the date, time, and by whom the proposal was received. (Attachment A.)
- 8.3.5 The Front Desk Attendant and the SEB Support Personnel shall not alter the receipt or allow the offeror to alter the receipt for hand deliveries.
- 8.3.6 The Front Desk Attendant or SEB Support Personnel shall make a copy of the completed Proposal Hand Receipt Acknowledgement Form and provide it to the CS/CO.

- 8.3.7 To provide adequate control and safeguarding of the proposal, the Front Desk Attendant and Mail Room Personnel shall notify the CS/CO as quickly as possible, but in no event later than one hour after delivery of the proposals.
- 8.3.8 The Front Desk Attendant and Mail Room Personnel shall safeguard the envelopes/packages containing the proposal at all times and never leave the proposal unattended prior to possession by the CS/CO.
- 8.3.9 The CS/CO shall as quickly as possible, but in no event later than one hour after notification of receipt, pick up the proposal at the front desk or mail room.
- 8.3.10 Upon receipt, the CS/CO shall secure the proposal immediately.
- 8.3.11 Copies of the receipt shall be maintained by the CS/CO.
- 8.3.12 In the event the RFP instructions authorize electronic submissions, the CS/CO shall verify that the proposal is in compliance with the proposal due date and time specified in the solicitation. At the date and time specified in the solicitation, the CS/CO shall check the applicable facsimile machine for any proposals.
- 8.3.13 The CS/CO shall safeguard electronic or proposals received via facsimile equipment.

9.0 RECORDS MAINTENANCE

- 9.1 IP-540-02-F1, Proposal Hand Receipt Acknowledgement Form

10.0 FORMS USED

- 10.1 Forms used will be the latest revision unless otherwise stated.

- 10.1.1 IP-540-02-F1, Proposal Hand Receipt Acknowledgement Form

11.0 ATTACHMENTS

- 11.1 Attachment A – IP-540-02-F1, Proposal Hand Receipt Acknowledgement Form

PROPOSAL HAND RECEIPT ACKNOWLEDGEMENT FORM

REQUEST FOR PROPOSAL: (RFP #)
Issued Date:
Proposal Due Date and Time:

NAME OF OFFEROR: _____

DELIVERED BY: _____
(Signature if other than
Commercial carrier and
United States Postal Service)

PROPOSAL RECEIVED/:
NUMBER OF PACKAGES
(Date) _____

TIME RECEIVED: _____
(Eastern Standard Time)

EMCBC Employee Accepting the Proposal: _____
(Signature) Date

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original Issue	All	8/2/06